



FY21 FOLK ARTS CULTURAL PRESERVATION PROJECT GRANT GUIDELINES

GRANT DEADLINE: MAY 10, 2021 AT 5:00 P.M. MST | REQUESTS UP TO \$2000

The Folk Arts Manager will assist you in connecting with language translation services as needed. Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

The Folk Arts Cultural Preservation Project Grant can assist cultural communities in the preservation, documentation, and presentation of their traditional art forms through the completion of a specific project. Funding can support workshops, classes, and other small group learning activities or be used for expenses such as videography, photography, conservation or exhibition materials, or cultural events.

In the application, you should describe a project plan that clearly articulates how you will educate or impart traditional folk skills to other members of your shared culture group. Group teaching scenarios may consist of short-term intensive workshops or may be regularly scheduled classes that take place over a six-month period. Cultural events and exhibits may be either recurring or one-time.

Grant requests up to \$2,000. All applications must be completed and submitted online at: uamgrants.utah.gov by Monday, May 10, 2021 at 5:00 P.M. MST

Organizations may receive funding for only one grant opportunity through UA&M in a fiscal year. If an individual received artist emergency funding through UA&M they are still eligible for this grant with their organization. No cash match is required but we will need to see examples of community support and any in-kind contributions (services or products you are not paying for) should be described in the application.

Before applying, consider whether your project accomplishes the following:

- Empowers traditional artists to share skills and knowledge with their cultural communities.
- Emphasizes community building and education.
- Promotes public awareness and appreciation of cultural traditions and art forms.
- Contributes to the diversity and vitality of Utah's arts landscape.

DEFINITIONS

Tradition - a skill, craft, or art form shared between members of the same cultural community learned in informal settings by observation and imitation.

Cultural Community - a group of people with a shared identity: ethnic, tribal, occupational, religious, or regional.

Folk or Traditional Artist - a skilled practitioner of a traditional art form learned within the artist's own culture, creates work for use within their own cultural community.

WHO CAN APPLY?

Organizations/Clubs/Societies

- Utah-based programs focused on preserving, presenting, or documenting the culture of a specific ethnic, tribal, occupational, religious, or regional group. Nonprofit status is not required but the group will need a designated fiscal agent in order to receive payment.

Note: Due to limited financial resources, UA&M will prioritize organizations and individuals who have not received other funds from other grants, scholarships or fellowships offered by UA&M.

FUNDS MAY BE USED FOR

- In-state travel expenses (mileage) for participating artists.
- Supplies, tools, and other materials (excluding purchased musical instruments, outfits, or costumes) needed for completion of project.
- Rental of Audio Visual equipment needed for completion of project.
- Fees for teaching artists and/or presenters.
- Conservation materials to preserve important traditional artifacts (must be on public display) of a specific community or region.
- Documentation to increase public awareness of folk art traditions and assist in their preservation.
- Costs directly related with production of public folk arts events (festivals, concerts, gatherings) which help to preserve cultural heritage within a community.
 - We expect accommodations/considerations to be made concerning health and safety guidelines around safe social gatherings during COVID-19.

WHAT THIS GRANT CANNOT FUND

- Historical re-enactment projects.
- General operating support.
- Out-of-state travel.

- Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum.
- Purchase of commercially manufactured costumes, outfits, or instruments.
- Projects completed prior to June 1, 2021.

APPLICATION QUESTIONS

NEW FOR 2021:

We are allowing applicants the opportunity to submit their grant application one of two ways:

- TEXT ONLY APPLICATION - This means you will complete the entire application online in the grant portal and upload any related documentation to the application form.
- VIDEO APPLICATION - This means you will respond to the majority of the application questions in the form of a video but you will still be required to upload a few files to the online application.

FOR VIDEO APPLICANTS:

- If you would like to submit a video application start by reviewing the application questions (starting on page 5 of this document) so you know what questions to answer. When you are ready, record yourself using your computer or cellphone answering these questions. DO NOT add in any extra information or provide answers to questions that are not part of the application.
- Do not submit a video that is more than 15 minutes. Anything after the 15 minute timestamp will not be viewed by the review panel.
- You will need to contact the Folk Arts Manager once you have recorded your video so she can assist you with creating a link to the video for your application. Please refer to the ["Video Application Procedures Guide"](#) for additional guidance.
- Application questions can be found starting on page 5 of this document.
- The questions that will need to be answered online in the grant portal are:
 - General Information
 - Video Applicant Section (you will upload a link to your video here)
 - Link to video
 - Budget (upload file)
 - Work Samples such as photos or recordings (upload files)

Once you complete the online application in the grants portal (ensuring you have added the link to your video) you can "submit" the application. Please be sure to submit by the deadline because late applications will not be accepted!

If you have questions:

- About the video application, including how to create the video, or if you need help with the application questions: contact Adrienne Decker, 801-245-7286 or adriennedecker@utah.gov
- About how to access/login to the online grant portal, how to use the online application, or any questions about how to apply or submit your application: contact Racquel Cornali, 801-236-7541 or rcornali@utah.gov or Laurel Cannon Alder, 801-236-7540 or lalder@utah.gov

FOR TEXT ONLY APPLICANTS:

- Look through this guidelines document and review the application questions which start on page 5 of this document.
- Login to the online grant portal to access the online application:
<https://utahdcc.secure.force.com/portal/>
- Complete the following sections in the application:
 - General Information
 - Online Applicant Section

If you have questions, please contact our staff. We are here to help you!

- About the questions in the online application: Adrienne Decker, 801-245-7286 or adriennedecker@utah.gov
- About how to access/login to the online grant portal, how to use the online application, or any questions about how to apply or submit your application: Racquel Cornali, 801-236-7541 or rcornali@utah.gov or Laurel Cannon Alder, 801-236-7540 or lalder@utah.gov

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account. Typically, the email address you use to apply for the grant is the same email address we use to send grant notifications, and pertinent information.

Eligible applications will be reviewed by a panel of community professionals and a member of the Utah Arts Council Board. The panel will evaluate each application based on your answers to the questions and scoring rubric below. Please make note of the number of allowed characters in each section. The number of allowed characters indicate the recommended robustness of the answer.

APPLICATION QUESTIONS:

GENERAL INFORMATION (not scored)

- On the first page of your application, provide a 2-3 sentence description of the project under DESCRIPTION. This text will define the scope of work on your contract if funded.
- Basic contact information for project organizers.

NOTE: For each of the free response questions, a number of “allowed characters” is listed. You are not required to use all of the allowed characters. The character limit includes spaces. Each question is paired with an explanation of the criteria that will be used by the panel for evaluating the answers. If you are choosing to submit a video instead of write narratives, please make sure that you have a clear idea of how much time you take answering each question so that you can provide all of the necessary information within the 15 minute time allotted.

ARTISTIC EXCELLENCE (75%): Artistic excellence demonstrates the potential to create art that meets the highest standards of excellence, engages the public with diverse art forms; enables participants to acquire knowledge or skills in the arts; and/or strengthens communities through the arts. What constitutes artistic excellence may vary.

Questions We Ask:	What We’re Looking For:
Tell us about your organization’s mission and current priorities.	Explain how your proposed project supports your group’s mission and cultural preservation and/or sustainability efforts. (up to 2,500 characters)
Provide a detailed description of the project and what you plan to accomplish. Describe the cultural tradition(s) that will be preserved and shared.	Explain what cultural group (nationality, tribal group, occupation, etc.) developed this art form or tradition, and how the tradition is practiced in Utah today. (up 2,500 characters)
How will completing your proposed project make a difference to your cultural community?	Explain why this activity will have a positive impact on the community and support cultural preservation and/or sustainability. (up 2,500 characters)
Provide a short background of the key people involved.	How did the master artists, teachers, rehearsal leaders, etc. become proficient in their skills? How long have they taught, and what are their major accomplishments? Inform the panel why the involved individuals are the best or most appropriate for completing the proposed project. (up 3,000 characters)
Provide supporting documentation that demonstrates the artistic and cultural merit of the project (e.g. photo, video, audio files, letters of support etc.). Limit 3.	Work samples are required and are an important part of how the panel decides who to fund. Work samples can include audio recordings, pictures, or videos and should show mastery of the specific

	tradition. Links to YouTube videos are acceptable. The Folk Arts Manager can assist you with generating or digitizing relevant work samples prior to submission of your application.
Please identify any individuals or important elements featured in the work samples submitted above (in order of submission). The work samples should reflect previous experience with cultural preservation projects or traditional activities.	Use the descriptive field to identify individuals or elements featured. You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) in the descriptive field. Please keep videos brief (no more than 5 minute each). If the project involves performing artists, a video will help assist the panel in determining artistic excellence. (up to 2,000 characters)

SOUND MANAGEMENT (25%): *Sound management demonstrates the ability to carry out the proposed activities, including administrative support, use of resources, evaluation methods, and plans for improvement.*

Questions We Ask:	What We're Looking For:
What venues/locations will be used to complete your project?	Inform the panel where the major activities will take place and why these sites were chosen. Please note accommodations/considerations to be made concerning health and safety guidelines around social gatherings during COVID-19. (up to 2,000 characters)
Provide a timeline or schedule for your project (include dates) and objectives.	Clearly defining the project's goals and timeline (dates and meeting/event times) will help the panel determine whether there are enough resources available to complete the project successfully. (up to 1,500 characters)
How will you promote the project in your cultural community or make it accessible for the public?	Public presentations may take a variety of forms beyond performances or exhibits; a key requirement is that they must be accessible to the public. Web-based presentations, blogs, or YouTube videos are acceptable, but applicants should discuss these ideas with Folk Arts Program staff prior to application submission. All public presentations

	must clearly indicate sponsorship by Utah Division of Arts & Museums and the National Endowment for the Arts. Please note accommodations/considerations to be made concerning health and safety guidelines around social gatherings during COVID-19. (up 2,500 characters)
Fill out the FY21 Folk Arts Preservation Grant Budget sheet and upload it to this question.	The budget sheet can be found on our website at: https://artsandmuseums.utah.gov/project-grants/ If you have any questions about the budget or any other element of the grant, please call UA&M staff.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts and Museums support arts, museum, and cultural experiences in communities state-wide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on artistic merit and cultural vibrancy, sound fiscal management, and ability to reach a broad community. As a public entity, it reserves the right to make final decisions on the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or board.

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by staff and a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional, rural, and state-wide distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made.

NOTE: Applications will not be given preferential treatment in panel review based on the format (video vs. text only application).

GRANT TIMELINE

Grant Opens: Wednesday, March 10, 2021

Grant Closes: Monday, May 10, 2021 at 5:00 P.M. MST

Panel Review: May 2021

Funding Notification: June 2021

Project Completion: before December 31, 2021

Payment Disbursed: after contract has been processed

Final Report Due: January 14, 2022

ELIGIBILITY POLICIES

- UA&M funds must be spent between June - December 2021
- Organizations and individuals may only receive one Arts & Museums grant per fiscal year.
- UA&M restricts its funding to artists and organizations based in and primarily serving the residents of Utah. *For the purposes of the Folk Arts Cultural Preservation Project Grant, an American Indian artist or group outside of Utah is eligible to receive grant funding as long as the applicant is based in Utah. Contact the Folk Arts Manager for further details before applying.*
- If awarded funding, you are required to complete a final report online by January 14, 2022
- All nonprofit organizations that receive funding must have a DUNS number. Individuals are not required to have a DUNS number. The DUNS number is used by the federal government to track where funds are allocated throughout the country. If you do not have a DUNS number, you may wait to apply for a DUNS number until you have been awarded funding; we will assist you with the process. For more information on applying for a DUNS number, click [here](#).
- In order to pay an individual, we require a Social Security Number. That number will be used only to process the payment and then will be destroyed. Organizations, clubs, government agencies, and businesses will need to provide an EIN on the application.
- If awarded funding, grant recipients will receive a 1099 form for tax reporting purposes. This income may be subject to individual income tax.

WHAT IF I RECEIVE A GRANT?

All grantees will receive an email notifying them of their grant award. The email will be sent to the email address used for the grant application. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract and send the entire contract to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UA&M) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- Ensure all grant funds are spent before December 31, 2021.
- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.

- Complete a final report form online at uamgrants.utah.gov by January 14, 2022.
 - Include a copy of your legislative “Thank You” letter.
 - Include an updated copy of your budget with actual numbers finalized during course of project.
- Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

IF YOU HAVE ANY QUESTIONS, THE UA&M STAFF IS HAPPY TO HELP!

Adrienne Decker, Folk Arts Manager · adriennedecker@utah.gov · 801.245.7286

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550

Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541

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